

Meeting Summary

IOWAccess Project 11 Meeting *Environmental Permitting*

Tuesday, December 9 ♦ 3:00 pm - 5:00 pm

Iowa Department of Education ♦ Des Moines

**Cedar Rapids National Guard Armory ♦ Clinton Community College ♦ Muscatine
Community College ♦ Waterloo National Guard Armory**

Members Attending

Jack Clark, *Iowa Utility Association*

Cherity Gabrielle, *Iowa Department of Natural Resources - Air Quality Bureau*

Pete Hamlin, *Iowa Department of Natural Resources - Air Quality Bureau*

Elizabeth Henderson, *Iowa Department of Economic Development*

Stan Kuhn, *Iowa Department of Natural Resources*

Don Pauken, *Muscatine Power & Water*

John Phoenix, *Iowa Department of Natural Resources*

Ray Rusek, *Maytag Appliances Corporation*

Staff

Amy Campbell, IOWAccess Staff

Linda Plazak, Iowa Information Technology Services

RFP Briefing

Elizabeth Henderson welcomed everyone to the meeting and briefed the team on the work of the evaluation team. Henderson explained the process for reviewing each RFP, and noted that only two proposals were received.

Windsor Technologies emerged as the successful vendor, with 905 points. McGladdery Pullen received 711 points. The evaluators felt that the McGladdery Pullen proposal was too general and did not provide the level of detail needed. Windsor Technologies was written at a high level of detail, and because of this, was difficult to read.

The scope of the project proposed was a significant difference between the two proposals. McGladdery Pullen elected to propose a solution that included only the air quality permits - and not the air construction permits. Windsor Technologies, however, incorporated both these components. Stan Kuhn added that the successful vendor - Windsor Technologies - did not seem to understand that the customers in this project are Iowa businesses - not DNR. This will be clarified in the contract, and certainly by the team upon commencement of the project.

Kuhn noted that Harold Bowman has completed a contract and sent it to Cherity Gabrielle for her review and comment. The project co-leads are working on a statement and scope of work for this contract, which will be signed by December 19. The target start date is the first week in January.

Kuhn noted that he recently received a letter from a vendor called Connect, which has offices throughout the country. Kuhn relayed Connect's interest in this project, and has designed and implemented a similar system in Michigan. Kuhn explained that Connect submitted a letter in lieu of a proposal, because they did not feel they could respond appropriately to the RFP. Connect traditionally conducts a business analysis prior to the design period to determine the exact nature of the client's needs. This component was not reflected in the RFP - so they did not feel they could respond.

Pete Hamlin expressed concern about Connect, and explained that the Michigan system is not similar to the system proposed by IOWAccess. Hamlin noted that Michigan accepts electronic Title V permit material on diskette - but they do not include air construction permits, and they do not provide online electronic exchanges for permitting. As of November 12, Hamlin stated that there is no state in the nation that is currently doing or planning to do electronic permit exchange (data base exchanges, electronic issuance) as proposed by IOWAccess.

Kuhn suggested that the team proceed with the Windsor contract, and attempt to get a detailed explanation of the Michigan system. Kuhn suggested that we investigate this before the contract is signed, and make sure that any efficiencies from other state experiences be leveraged. Kuhn suggested that, if necessary, the team modify the contract with Windsor to make sure they work with Connect and other states currently doing similar projects. Hamlin added that Windsor is volunteering to do things not included in the RFP - such as correcting year 2000 problem.

The team agreed to go forward with the Windsor contract, and meet with Connect if the Michigan system proves to be something from which IOWAccess can benefit. All team members will be welcome to attend this meeting.

Prioritization of Optional Tasks

The Windsor bid was divided into three sections - the base package, a primary option package, and a secondary option package. Kuhn suggested that there are some optional activities that the Team will want to pursue - but funding will be a challenge. Cherity Gabrielle was asked to prioritize these optional tasks, so the team can plan to expand the project at a later date.

Gabrielle noted that the DNR Air Quality technical staff are currently reviewing the optional packages and will prioritize those tasks. Gabrielle did note that there are three activities that she knows will be included as DNR priorities:

1. Provide Internet Access Capabilities to Permit Information
(4.12.2.1 - \$30,000)
2. Train IDNR Staff on new version of RAPIDS and on the electronic forms
(4.12.2.3 - \$9,600)
3. Design Two-Way Data Converter of Operating and Construction Permits
(4.12.2.4 - \$10,400)

This prioritized list of optional tasks will be completed and submitted to the team and co-leads.

Funding Issues

As noted, Windsor's base proposal is over the IOWAccess Budget. Kuhn noted that Basic package is \$293,200 - which is approximately \$23,000 over the IOWAccess Project 11 budget.

Kuhn asked the team to consider options for funding both the base and the "must do" options. Kuhn noted that DNR has the discretion to shift up to \$25,000 of funds without Board approval. Kuhn plans to inform the board at their upcoming meeting of a \$25,000 shift to supplement the costs of the base package.

The Air Quality budget has funding for imaging system enhancement - and IDNR staff will look at this budget and determine which, if any, optional tasks IDNR is willing to dedicate to this project. Hamlin noted that this project fits in nicely with some of IDNR priorities.

The team agreed to the following approach:

1. Kuhn & Henderson will present their funding issues to the IOWAccess Steering Committee on December 12 as an FYI, and let them know there may be the need for additional funding at a later date.
2. DNR will secure \$25,000 to supplement IOWAccess funds, and will present this to the Environmental Protection Commission on Monday.
3. The ICN will contract with Windsor for the entire \$293,200 - and will draft and sign an MOU with DNR for the \$25,000 supplement.

The team expressed concern about using the entire budget for designing and implementing the system - and not setting aside funds for educating businesses about the benefits and existence of the system. Jack Clark emphasized the need to do outreach and communicate and train individuals that will use and benefit from the system.

The team agreed that outreach/education/training need to be a priority. Hamlin noted that the team does not need to use IOWAccess funds to do this, and Air Quality may very well have the resources to communicate with customers and the public.

Clark suggested the team put together an implementation plan to address the types of outreach, education, and training that are needed, and identify who will pay for it. The team agreed to pursue this.

Other Issues

Amy Campbell updated the team on the progress of Project 1. Campbell explained that the Project 1 is charged with developing the overall Citizen Information Network umbrella and platform. Project 1's Evaluation Team is meeting on December 10 to evaluate the three proposals received - and the Steering Committee will endorse this decision on December 12. An intent to award will go out on December 12, if the Steering Committee agrees with the team recommendation. Campbell stated that three proposals were received - CTA Incorporated, Iowa Interactive, and PKS Integrated Systems.

Kuhn summarized the activities that will be completed prior to the beginning of the year:

1. Hamlin will research the Michigan system & report back to the co-leads.

2. Kuhn will set up a meeting with Connect, which will be open to any interested team members will meet with Connect.

3. Gabrielle & the Air Quality staff will prioritize the optional tasks, and report back to the co-leads.

The team asked Gabrielle to provide a brief description of what the optional issues are when prioritizing them.

4. Kuhn will inform the Environmental Protection Commission about the \$25,000 transfer, discuss the prioritization, and prepare them for the possibility of additional funding needs.

5. Kuhn & Henderson will work with the ICN and Windsor Technologies to have a contract signed by end of the year.

Adjourn

The meeting adjourned at 4:15 pm.